

STATEWIDE TRAINING AND EDUCATION ADVISORY COMMITTEE MINUTES

Friday, February 17, 2006, Sacramento, California

	MEMBER	DEPARTMENT	REPRESENTING	P	A
1.	Childress, Dennis	Orange County FA	SoCal Training Officers Assoc	X	
2.	Coffman, Dan	CSU Los Angeles	SoCal Fire Tech Directors	X	
3.	Coleman, Ron		Chair	X	
4.	Cone, Rob	CDF/Butte County FD	NorCal Training Officers Assoc	X	
5.	DeClercq, Frank	San Diego FD	CPF		X
6.	Donnelly, Jay	CDF	CDF Academy		X
7.	Foster, Ed	Carpinteria-Summerland FD	CSFA		X
8.	Jennings, Mary	CFFJAC	CFFJAC	X	
9.	Larkin, Keith	CDF	CDF	X	
10.	Meston, Jeff	Novato FPD	CFCA		X
11.	Rooney, Hal	Santa Clara County FD	FDAC	X	
12.	Senior, David	Allan Hancock College	NorCal Fire Tech Directors	X	
13.	Tingley, Russell	Hermosa Beach FD	League of California Cities		X
14.	Wagner, Ken	Roseville FD	CFCA and Vice-chair		X
	Zagaris, Kim	OES	OES	X	
16.	Vacant		Metro Chiefs		
	ALTERNATE	DEPARTMENT	REPRESENTING	P	A
1.	Boomgaarden, Marc	Yuba City FD	League of Califoria Cities	X	
	Hurley, Charley	OES	OES		X
	Knapp, Chuck		CSFA		X
4.	Romer, Mark	Roseville FD	NorCal Training Officers Assoc	X	
5.	Stornetta, Anthony	Santa Barbara County FD	SoCal Training Officers Assoc		X

STAFF		POSITION	P	A
Hamilton, Alicia	State Fire Training	Training Specialist	X	
Lucchesi, Bob	State Fire Training	Training Specialist		X
Richwine, Mike	State Fire Training	Chief	X	
Slaughter, Rodney	State Fire Training	Deputy State Fire Marshal	X	

GUEST	DEPARTMENT	REPRESENTING
Ridley, Mike	Wilton FD	NorCal Training Officers Assoc

I. Call to Order

The meeting was called to order at 0900 by Chair Ron Coleman.

II. Introductions and Welcome

Chair welcomed members and guests. Self-introductions were made and a quorum established.

III. Approval of Agenda

Final: 3/24/06

No new agenda items.

IV. Approval of Minutes

Issue: Approval of the January 2006 minutes.

MOTION: D. Coffman, R. Cone second.

Discussion: None.

Action: The motion was carried unanimously.

V. Course Development/Certification

Old Issues

1. Reduce The Minimum Years Of Experience For Driver/Operator Instructor From 3 To 2.

Discussion: M. Romer handed out his position paper (Attachment A) and reviewed it with the

group. H. Rooney supported his research.

MOTION: Not accept the proposed change M. Romer, R. Cone second.

Action: The motion was carried unanimously.

H. Rooney: Update the SFT instructor database so more information on instructors is

collected electronically.

2. Change The Occupational Experience Requirement To Teach Chief Officer Classes From Five (5) Years To Eight (8) Years. Also, Require The Applicant Has Been Appointed To The Rank Of Chief Officer (No Minimum Time Required).

Discussion: Clarified that there are really two issues: 1) increase the years of officer experience and

2) be appointed to the rank of Chief Officer.

D. Coffman: Experience requirements in the Procedure Manual are all over the map and

these requirements need to be looked at for all instructor levels.

MOTION: Not accept the proposed change. D. Childress, M. Jennings second.

Action: The motion was carried unanimously.

Action Item: Develop a matrix of instructor requirements on one page that shows the variety of

criteria. Due: March 2006 meeting.

3. Add Back The Teaching Requirement To Maintain Instructor Registration.

Discussion: There is a need for instructor currency, but this may not be the best process. Needs

further evaluation. To be agendized later after matrix above developed.

MOTION: Not accept the proposed change. D. Childress, M. Boomgaarden second.

Action: The motion was carried unanimously.

4. Change Rank Requirement for Fire Chief Certification.

Discussion: J. Meston submitted a summary of his objection to this change (Attachment B).

R. Coleman reviewed the history of this certification when he initiated it during his tenure as the State Fire Marshal. SFT's system is more sophisticated than the national

system.

MOTION: Not accept the proposed change. M Jennings, D. Coffman second.

Action: The motion was carried unanimously.

Action Item: Committee to review historical documentation on how the certification was established

to determine if there is a need to change the requirement or if it was the process that

failed.

Final: 3/24/06

The title should be changed to Fire Chief Designation, not Fire Chief Certification.

5. Curriculum Update – Subcommittee Members.

Discussion: Chair asked that this not be a regularly scheduled item on the agenda.

On-going Issues

1. Action Item Follow-up: Level II Management Meeting Scheduled for February.

Discussion:

R. Coleman sent a letter to 25 Level 2 Fire Management instructors asking what textbooks and materials they envision using for the classes they teach. Target date for the meeting is now March in Sacramento. STEAC members are invited to attend. TOs will pick up the expenses.

R. Coleman contacted several national publishers for fire service textbooks. He will be meeting with representatives from IFSTA, Jones and Bartlett, and Delmar to discuss the possibility of them publishing our developed curriculum.

New Issues

1. Fire Investigation 1A - 2B.

Issue:

Revisions to the curriculum based on the newly developed Fire-Arson Investigator CTS.

Discussion:

J. Konefal handed out new course outlines for Fire Investigation 1A (Attachment C) and 1B (Attachment D). He was not prepared to discuss the Level 2 courses. The curriculum committee removed any repetition throughout the units. NFPA 921 is required as the student textbook. A student supplement will be published by SFT and is required as well. The "Scientific Method" was added to both. In addition, time frames for many of the topics were modified.

D. Coffman: Did the committee consider NFPA Fire Officer Standards for when reviewing Fire Investigation 1A. *Yes, they did.*

L. Larkin: Are the curriculum updates in progress or are they complete. *In progress*.

R. Coleman: When are you going to submit revisions to the level 2? Several months away. 2B is started; 2A is not.

D. Senior: Are there textbooks available so we do not have to create a manual. We are adopting NFPA 921, but will still need a student supplement. Have you looked at online training? No

MOTION:

To accept changes to the course outlines for Investigation 1A and 1B and proceed with curriculum changes. D. Senior, D. Childress second. Carried unanimously.

Action: The motion was carried unanimously.

2. Proposed Changes to the **SFT Procedures Manual**.

Issue: Who can suggest revisions to the SFT Procedures Manual and how would they occur?

Discussion: Change could be from an internal (staff) or external (fire service) source. (Dan took a

picture of the flow)

Action Item:

Using the flow chart drafted during this meeting (Attachment E), SFT will identify and publish the process for making amendments to the SFT Procedures Manual.

Certification

Final: 3/24/06

New Issues

1. Certification Track for Rescue Systems.

Issue:

The need for a certification track that would incorporate the various training classes and USAR typing.

Discussion:

R. Slaughter: Presented a draft track identifying four different levels (Attachment F). Course revisions include removing the Introduction Module from RS1 and making it an on-line class that would be a prerequisite for all additional training. The Low Angle Rope Rescue course in Type 3 is a combination of the Low Angle Rescue FSTEP class and the Low Angle Rescue Module from RS1. The Technical Rope class in Type 2 needs to be developed. Would like a recommendation to go forward with this certification track.

- R. Coleman: Is it a benefit for the California fire service to have a rescue certification track?
- D. Senior: This would help keep their skills acute as they go through a track rather than take just one or two classes.
- D. Childress: How does it tie into USAR?
- R. Cone: Breaks the classes out so they go away with knowledge that can be remembered and used after the class. Assists OES with typing so they know what level a department is at.
- K. Zagaris: USAR has become more complicated. Stations are designated "Rescue Stations" and state needs to know what those are. Training records are evaluated before OES approves them.
- R. Coleman: Certification was original position oriented. Now it is becoming skills oriented.
- K. Larkin: Are we certifying classes or individuals? Both
- H. Rooney: There typing numbers goes against the rest of SFT.
- D. Senior: Will this affect Fire Fighter I curriculum. *Possibly*.

Consider a certification track for rescue systems after a review of the proposed plan. M. **MOTION:**

Boomgaarden, R. Cone second.

Action: The motion was carried unanimously.

Action Item: Come back with a plan that identifies the sources you will use for the CTS and any

consequences implementing a certification track may have.

2. Homeland Security Grant Update.

R. Slaughter: Three interagency agreements with the department of Military. \$750,000 went to the

CDF Academy, \$250,000 went to SFT to update database, curriculum development, and conduct a training needs assessment.

A Training Officer's Homeland Security Symposium is scheduled for May 23 in

Sacramento.

Final: 3/24/06

3. Add NIMS Training To (IS700) Fire Fighter I And (IS800) Fire Officer And Chief Officer.

Issue: SEMS Training Specialist group may be proposing these classes be required training

(Attachments G and H).

Discussion: M. Richwine: Should it be departmental training or should it be included in the

certification track? We have already been given equivalencies for our other ICS courses, but they want these classes to be taken and are not approving equivalencies.

D. Childress: Aren't these simply water-downed courses of our ICS classes? We already

include ICS in some of our Fire Officer classes. Maybe we could include any

differences in those classes.

K. Zagaris: There are subtle differences. In addition, if you accept any federal dollars you are obligated.

M. Boomgaarden: IS700 is a must-take class. Can be taken on-line in a couple of hours.

Action Item: Bring a matrix from SEMS technical group to the next meeting.

4. Certification Training Standards (Attachment ??).

Issue: The need to ensure these standards are being developed/revised prior to curriculum

development/revisions.

Discussion: K. Larkin: Handed out select pages from the Fire Fighter CTS. Name changed from

Career Development Guide (CDG) to Certification Training Standards (CTS) to better reflect how they correlate with SFT programs. The CTS does in fact meet or exceed NFPA standards. In addition, they identify where (printed in italics) SFT exceeds the NFPA standard. SFT needs to keep them current and update when the standards change. Concerned that we are now starting to revise the Chief Officer training, but are not referring the Chief Officer CTS (CDG).

D. Childress: Why are we jumping over Fire Officer CTS and going to Chief Officer? We shouldn't be, but Level 2 classes are in too bad of shape to keep delaying in their

revision.

MOTION: SFT convenes a CTS committee for Chief Officer beginning with the Level 2 Fire

Management courses. R. Cone, D. Coffman second.

Action: The motion was carried unanimously.

Action Item: SFT will form a committee, including Level 2 Fire Management instructors, to revise

the Chief Officer Career Development Guide and create an updated Chief Officer CTS

Guide. D. Coffman and K. Larkin volunteer.

5. Governance of Fire Fighter Certification (see Strategic Planning below).

VI. Course Outreach

1. Accredited Regional/Local Academies.

Issue: There are no academies with a current accreditation.

Discussion: R. Slaughter: Current list is being posted to the web. Subcommittee formed in January

needs to meet to review two pending applications and review the process to see if

anything needs to be changed.

Action Item: Subcommittee will meet and determine how to evaluate accreditation and

reaccreditation. Prepare a report for the next meeting. R. Coleman will map the

locations of the current academies.

VII. Strategic Planning

1. Position Paper Developed For The First Issue Item On The Stakeholders Survey Governance.

Issue: Governance of certification.

Discussion: R. Coleman handed out his first position paper to address Question 1 on the Stakeholder

Survey from last fall. He would like to fine-tune this document and add it to the <u>SFT</u>

Procedures Manual and post separately to the web.

Action Item: STEAC members to provide input to R. Coleman. He will bring the second draft to the

March meeting.

2. Volunteer Fire Fighter Training.

Issue: How is SFT assisting volunteer fire service or rural agencies?

Discussion: M. Richwine: Wants to ensure we always consider the volunteers.

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R. Coleman: Hundreds of agencies are volunteer, but respond to mutual aid. They currently are not getting any federal monies for training and education. What resources are available to meet state mandates?

K. Zagaris: State is still about 50/50 career/volunteer. Volunteer departments are struggling.

K. Larkin: The FSTEP system is for the volunteers.

Action Item: Review SB 1207 at the next meeting.

VIII. Partnerships

Discussion: R. Coleman: Handed out a chart of all bodies that impact the fire service nationally (not

California specific now).

Action Item: Wants STEAC to refine this chart and use its influence when making decisions.

IX. Roundtable

Boomgaarden, Marc: Very informative for my first meeting.

Childress, Dennis: What is the Fire Control 3 CD for?

M. Richwine: Information only now; action item at the March meeting. Contains both the primary and senior task books for review. Add draft to the document

before you send out to others for input.

Coffman, Dan: Nothing

Coleman, Ron: Would like to invite D. Schoonover to go over his state mandated

training projects. (H. Rooney will make contact). Would like D. Coffman and D.

Senior to present a program at a future meeting on long-distance learning.

Cone, Rob: Will be reviewing the list of ICS classes in the Procedure Manual and

recommend some for removal based on their use in California. NORCAL is debating on whether to start a wildland symposium that is held in the spring.

Jennings, Mary: CFFJAC has a Women's Commission to recruit women for the fire service. Will

hold some career fairs later this year.

Larkin, Keith: New NWCG 310-1 effective 2006 January. Changes in typing in the wildland

standards. Needs to be addressed in CICCS. NWCG class numbers have changed and should be looked at in the Procedures Manual. USFS has virtual

software for

Rooney, Hal: Do we have a representative for Metro Chiefs?

M. Richwine: We will follow-up on a metro nomination.

Senior, David: FT Directors is pleased that STEAC is meeting again and will be as

active as they need to be (subcommittees, etc.). Would like to keep investigating

long-distance training.

Zagaris, Kim: Nothing
Richwine, Mike: Nothing
Hamilton, Alicia: Nothing
Slaughter, Rodney: Nothing

X. Future Meeting Date

March 24, 2006

Final: 3/24/06

San Diego (Address to be announced)

XI. Adjournment

Motion to adjourn meeting at 1300 by K. Larkin,. D. Senior second.

Attachments

- A: Driver/Operator Instructor Requirements Position Paper
- B: Fire Chief Certification Position Paper
- C: Investigation 1A Course Outline
- D: Investigation 1B Course Outline
- E: Amendments to the <u>SFT Procedures Manual flowchart</u>
- F: Rescue Systems certification track
- G: IS700
- H: IS800

Final: 3/24/06

Attachment A

TO: STEAC

FROM: NORCAL TRAINING OFFICERS/MARK ROMER

DATE: FEBRUARY 17, 2006

RECOMMENDED CHANGE TO DRIVER/OPERATOR INSTRUCTOR REQUIREMENTS

A recommendation has been made to reduce the years of experience to teach Driver/Operator classes from 3 years to 2 years of occupational experience.

I talked with a State Fire Training Official to find out who was brining forward this recommendation. I was told that this has been brought up at some off the Instructor orientation classes and the concern was that over the next five years the fire service would be losing a large portion of its Instructor cadre for these programs due to retirements. There is the feeling that the 3 years of occupational experience requirement would hamper the ability of the fire service to replenish its cadre of instructors.

FINDINGS

Final: 3/24/06

Using the State Fire Marshal's web site I researched the number of current Instructors registered to teach both Driver/Operator 1A and 1B. There are currently 387 registered instructors for both programs. The one problem with the web site, it does not indicate if the instructor is actively teaching within the programs. To obtain this information I contracted another State Fire Training Official and requested a list of active instructors. They were able to provide me with a list of all classes taught since 1999 and the instructor who taught the class. I crossed referenced these two lists and found of the 387 registered instructors only 132 have been actively instructing the programs across the state. Over the past five years these 132 instructors have delivered 425 Driver/Operator 1A courses and 409 Driver/Operator 1B courses for a total of 834 class offerings. The one piece of information that I was unable to obtain was of the 132 instructors how many would be retiring over the next 5 years. This type of data is not gathered nor tracked by SFT at this time.

I made several phone calls to current instructors to ask for their opinion on the reduction of occupational experience for instructors of this program. Each of them had concerns but the overall concern was that personnel with only 2 years of experience would not have the skills, knowledge, and abilities to be able to provide the depth of instruction needed to instruct these highly technical programs. Most wanted to increase the years of experience.

I then looked at the other programs offered by the SFT and found that the minimum levels of occupational experience ranged from a low of 3 years (level 1 Officer courses) to a high of 8 years (level 2 Chief Officer courses). If this perceived problem of not having enough Instructors in the next 5 years is going to

affect the driver/operator program, then it is also going to affect all of the other programs offered by the SFT Should STEAC then consider reducing all of the other program's occupational experience levels?

RECOMMENDATION

Final: 3/24/06

It is in my recommendation that we leave the occupation experience level at the current level of 3 years experience.

First these programs require a high level of technical knowledge and skills sets; it's just not something that is picked up over night. When we look at the NFPA statistics for firefighter fatalities we find that 20 percent are directly teaching these programs to ensure our new personnel are getting the education needed to operate safely in today's fire service.

Secondly there is currently no hard data available at this time that shows we are going to have an inadequate number of Instructors for the Driver/Operator programs in the next five years. STEAC should recommend a study be performed to identify the need for instructors within the next five years and develop a plan of action to meet those needs.

It is incumbent upon the fire service to also become pro-active in this area. We need to start mentoring our newly promoted engineers over the next few years to bring them up to the required KSAs so that they may begin to take the reigns of instructing as our seasoned Vet's begin to retire.

Attachment B

To: STEAC

Final: 3/24/06

From: Jeff Meston

Subject: Procedure Manual Update

Date: February 1, 2006

I volunteered to look at item 26- changing the requirement for Fire Chief Certification to include being a sitting fire chief or a deputy chief in a major metropolitan fire agency that does the tasks that a fire chief may do (interact with city managers/county officials, run a large budget, deal with significant personnel issues etc.) I sat on the last PACE committee to evaluate two candidates, both candidates did were not Fire Chiefs but it was apparent that a senior metropolitan fire officer had the experiences that each sitting fire chief on the PACE committee had experienced, if not more experience.

My suggestion for all levels of certification would be to add a "designation or apprentice" component and give final certification after the applicant completes one year in the position.

Examples would include completion of fire officer course work, earning the fire officer designation, and then upon successful completion of one year on the job with the rank of "Captain or Lieutenant" would then be issued the fire officer certificate. This would apply to all levels of certification from Driver Operator to Fire Chief.

Attachment C

Fire Investigation 1A Course Outline

Course Objectives: To provide the student with...

- a) To provide students with an overview of fire investigative practices and responsibilities associated with fire origin and cause.
- b) To provide students with technical information enabling them to determine the area of fire origin.
- c) To provide students with background information that will lead them to develop an opinion of the fire causes.
- d) To provide students with technical information on the State's arson laws and legal aspects of fire scene investigation.

Cou	rse Content	40:00
1.	Orientation and Administration	1:00
2.	Introduction to Fire Investigation	1:00
3.	***Scientific Method	1:00
4.	Fire Behavior	3:004 00
5.	Legal Aspects of Fire Investigation	2:00 3:00
6.	***Expert Testimony	1:00
7.	Arson Law	1:00
8.	Fire Scene Documentation	1:00
9.	Point of Origin Determination	4:00
10.	***Ignition Components	1:00
11.	Accidental Ignition Sources	3:00
<i>12.</i>	Electrical Ignition Sources	2:00 2:30
13.	Arson Fire Indicators	3:00 4:00
14.	Incendiary Devices	2:00 1:00
<i>15.</i>	Structure Fire Investigation	2:004 :30
16.	Vehicle Fire Investigation	2:00
<i>17.</i>	Wildland Fire Investigation	3:00 4:00
18.	Types of Explosions and Their Affects	2:00
	Tests	
	se Review And Certification Exam	
22. .		*

Final: 3/24/06

Attachment D

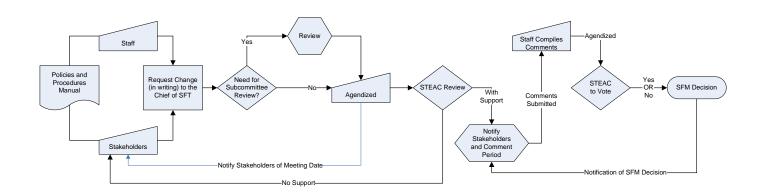
Final: 3/24/06

Fire Investigation 1B Course Outline

Course Objectives:To					
a) provide an insight on the motives of arsonists.	provide an insight on the motives of arsonists.				
b) provide information on scene safety for the investigator including post blast investigation.	·				
c) provide information on evidence recognition, documentation, and preservation including	ng				
scene photography and trace evidence.					
d) provide information on witness and suspect interviewing and interrogation including juven	ile				
law.					
e) provide information on fire fatalities and injuries including scene investigation as	nd				
mechanism of injury.					
f) provide information on documentation of findings including case reports, insuran	ce				
information, and other resources available to the investigator.					
Course Content:	00				
UNIT 1: INTRODUCTION & REVIEW					
Introduction to Investigation 1B1:00 2:00					
***Scientific Method2:00	9				
UNIT 2: MOTIVES					
Motives4:00)				
UNIT 3: SCENE EXAMINATION					
Scene Safety for the Investigator)				
Post Blast Investigation1:00)				
UNIT 4: EVIDENCE					
Scene Photography2:00					
Evidence Recognition, Documentation, and Preservation4:00)				
Trace Evidence5:00)				
UNIT 5: INTERVIEWING	_				
Introduction to Interviewing					
Techniques of Interviewing2:00 7:00					
Introduction to Juvenile Law	J				
UNIT 6: FATALITIES AND INJURIES	^				
Scene Investigation					
Mechanism of Injury)				
UNIT 7: INFORMATION RESOURCES	•				
Introduction to Case Reports					
Insurance Information for the Fire Investigator					
Resources 1:00					
Building Construction Drawings and Terminology					
***Unit Tests					
REVIEW AND CERTIFICATION EXAM	J				
***New Course					

Attachment E

DRAFT March 2006

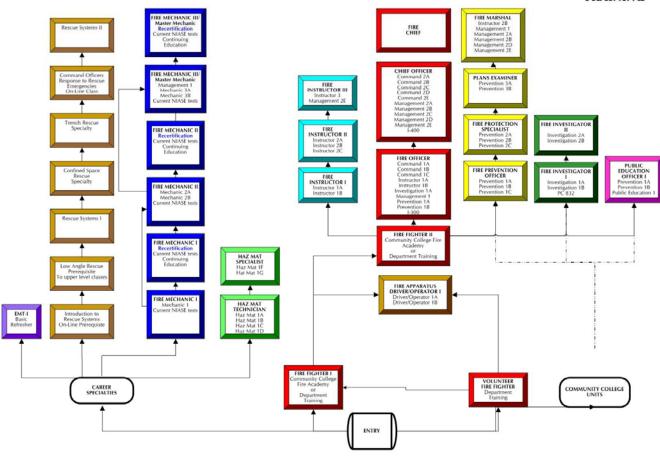


FINAL

Attachment F

Draft Rescue Certification Tracks





The above information only identifies the educational requirements for each level of certification, to addition to the courses listed above, each level of certification requires a minimum experience in the subject area and/or certification prerequisites. For complete information, refer to the State Fire Training Procedures Manual. .-- line = alternate prerequisite available

January 10, 2006

Attachment G

The NIMS Integration Center
Federal Emergency Management Agency
Department of Homeland Security
December 2005

Fact Sheet

IS-700 NIMS AWARENESS TRAINING IN FY06: WHO MUST TAKE IT

Who must take IS-700 NIMS before the end of FY06? All personnel with a direct role in emergency preparedness, incident management or response must complete NIMS IS-700.

IS-700 NIMS: An Introduction is a Web-based awareness level course that explains NIMS components, concepts and principles. Although it is designed to be taken online interactively, course materials may be downloaded and used in a group or classroom setting. Answer sheets are available from the Emergency Management Institute's Independent Study Office at 301-447-1256. To obtain the IS-700 course materials or take the course online go to http://training.fema.gov/emiweb/IS/is700.asp. As of Nov. 27, 2005, more than 750,000 persons had completed the NIMS awareness course.

Who must take IS-700 in FY 2006?

Executive Level – Political and government leaders, agency and organization administrators and department heads; personnel that fill ICS roles as Unified Commanders, Incident Commanders, Command Staff, General Staff in either Area Command or single incidents; senior level Multi-Agency Coordination System personnel; senior emergency managers; and Emergency Operations Center Command or General Staff.

Managerial Level – Agency and organization management between the executive level and first level supervision; personnel who fill ICS roles as Branch Directors, Division/Group Supervisors, Unit Leaders, technical specialists, strike team and task force leaders, single resource leaders and field supervisors; midlevel Multi-Agency Coordination System personnel; EOC Section Chiefs, Branch Directors, Unit Leaders, and other emergency management/response personnel who require a higher level of ICS/NIMS Training.

Responder Level – Emergency response providers and disaster workers, entry level to managerial level including Emergency Medical Service personnel; firefighters; medical personnel; police officers; public health personnel; public work/utility personnel; and other emergency management response personnel.

Note: Multi-Agency Coordination System personnel include those persons who are charged with coordinating and supporting incident management activities. These emergency management personnel typically function from an emergency operations center.

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Attachment H

FINAL

The NIMS Integration Center
Federal Emergency Management Agency
Department of Homeland Security
December 2005

Fact Sheet

IS-800 NATIONAL RESPONSE PLAN TRAINING IN FY06

Who must take IS-800 NRP before the end of FY06? All federal, state, territorial, tribal and local emergency managers or personnel whose primary responsibility is emergency management must complete must this training.

IS-800 National Response Plan (NRP): An Introduction is a Web-based awareness level course that introduces the key elements of the National Response Plan so that its implementation can be supported at all levels of government.

Specifically, officials who must take the course include:

- Personnel in federal departments and agencies with emergency management responsibilities under the NRP;
- Officials in state and territorial governments with emergency management responsibilities, personnel from emergency management agencies, and personnel from agencies who support and interact with the NRP's 15 Emergency Support Functions (ESF); and
- Officials in tribal and local jurisdictions with overall emergency management responsibilities
 as dictated by law or ordinance, officials with overall emergency management responsibilities
 through delegation, and officials primarily involved in emergency planning.

The course is designed to be taken online as an interactive Web-course, or course materials may be downloaded and used in a group or classroom setting. Answer sheets may be obtained from the Emergency Management Institute by calling the Independent Study Office at 301-447-1256.

To take the course online or obtain course materials see http://training.fema.gov/emiweb/IS/is800.asp. As of Nov. 27, 2005, almost 75,000 persons had completed the course.

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